

**United States Bankruptcy Court  
For the Northern District of Iowa**

**OFFICE OF THE CLERK**

**425 SECOND STREET S. E.**

**P.O. BOX 74890**

**CEDAR RAPIDS, IOWA 52407**

**SEAN F. McAVOY  
CLERK OF BANKRUPTCY COURT**

**Phone: (319) 286-2200  
Fax: (319) 286-2280**

**December 15, 2003**

A letter to the Iowa Northern Bankruptcy Community,

The Bankruptcy Clerk's Office for the Northern District of Iowa will be closed on **Thursday, December 25, 2003, and Thursday, January 1, 2004.**

In addition, papers will be accepted for **emergency conventional filings only on Friday, December 26, 2003, and Friday, January 2, 2004.**

In order to keep inconvenience to a minimum, the CM/ECF system will be available for electronic filing and research on each of the four dates listed above, but there will be no Help Desk personnel available to provide telephonic support for the system. Papers filed electronically on December 26<sup>th</sup> will receive final processing by the Clerk's Office on Monday, December 29, 2003. Papers filed electronically on January 2<sup>nd</sup> will receive final processing by the Clerk's Office on Monday, January 5, 2004.

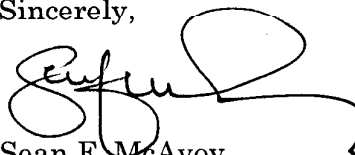
To arrange for the acceptance and filing of any time-sensitive/emergency papers that require conventional filing on December 26<sup>th</sup> or January 2<sup>nd</sup> please call:

**(319) 286-2220**

We request that conventional filing on December 26<sup>th</sup> and January 2<sup>nd</sup> be limited to only time-sensitive/emergency matters and all non-urgent papers be filed on December 29<sup>th</sup> or January 5<sup>th</sup>.

We hope this does not greatly inconvenience you. If you have matters that require special accommodation on December 26, 2003, or January 2, 2004, please let us know as soon as possible. Thank you in advance for your cooperation, and Happy Holidays!

Sincerely,



**Sean F. McAvoy  
Clerk of Court**



The Iowa Northern Bankruptcy Court will be closed on:

Thursday, December 25, 2003

Thursday, January 1, 2004

In addition, conventional filing  
On Friday, **December 26** and Friday, **January 2nd**  
will be limited to **emergency filings only.**

To make arrangements for the acceptance and  
filing of time sensitive/emergency matters on  
December 26th or January 2nd  
call: (319) 286-2220

CM/ECF will be available for electronic filing  
and research throughout the entire  
holiday season.

**Happy Holidays from the staff of the  
Iowa Northern Bankruptcy Court!**